

**STILLWATER COUNTY  
COMMISSIONER MINUTES**

<p><b>Notice:</b> These minutes reflect the proceedings of the Board of County Commissioners. The official minutes are on file with the Clerk and Recorder MCA 7-4-2611(2)(b).</p>
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**REGULAR MEETING  
December 15, 2020**

**PRESENT** Commissioner Mark Crago, Chair, Commissioner Tyrel Hamilton, Member, Shannon Fisher, Admin Assistant.

Others Present: Stephanie Ray, Economic Development; Kevin Ray, Road & Bridge; Mark Schreiner, Road & Bridge; Jerry Friend, Treasurer; Carol Arkell, DES; Joe Morse, Finance; Chip Kem, SCSO; Marlo Pronovost, Stillwater County News; Emily Schabacker, Stillwater County News.

**PLEDGE** Commissioner Crago opened the meeting with the Pledge of Allegiance.

**MINUTES** November 17, 2020

Commissioner Hamilton **MOVED** to approve the minutes as presented. Commissioner Crago **SECONDED**. No discussion. Motion passed unanimously.

**CLAIMS** None presented.

**ANNOUNCEMENT** Commissioner Crago announced that the agenda for the Beartooth Front Agenda for the January 13, 2021 public hearing is now on the website and posted in the courthouse as well. This hearing will allow one comment per person and will be limited to three minutes.

**CONSENT AGENDA** **911/DES**  
A) Code Red Agreement

**Commission**  
A) Board of Health Vacancies  
B) Greenwood Road Decision Letter

**FILE ITEMS** **Sheriff**  
A) Report for the month of November in the amount of \$150.00

Commissioner Hamilton **MOVED** to consent to the consent agenda and file the file items. Commissioner Crago **SECONDED**. Discussion – Carol Arkell explained that the Code Red is the Reverse 9-1-1 alert system for the county. Commissioner Crago explained that the Board of Health currently has three vacancies, two of which expired in April of this year. The third vacancy is for an unexpired term for a board member who has recently moved out of the area. Commissioner Crago reviewed the by-laws and wrote a letter to his fellow Commissioners stating that with only two active board members on a five-person board, the county is not receiving the level of service required during this critical time. Commissioner Crago proposed to discontinue this form of operation until April 2021 and administer the board under MCA 50-2-104(a) placing the Commissioners on the board to fill the three open positions allowing the board by-laws to be amended to bring them current. This will also allow the opportunity to reopen positions, receive applications and appoint new board members as intended by MCA 50-2-104(b). This will also allow the Commissioners to disband Unified Command turn the current management of the COVID-19 pandemic over to the Board of Health. Typically, in the past the Board of Health has assisted with Environmental Health issues but they are also set up to handle pandemic situations and by disbanding Unified Command the Board of Health can function as it was designed to. Motion passed unanimously.

## **REGULAR BUSINESS Airport**

A) Master agreement for engineering services. Commissioner Hamilton **MOVED** to approve the master agreement for engineering services. Commissioner Crago **SECONDED**. Discussion – Commissioner Crago explained that this is a joint city-county agreement for services with Morrison-Maierle. Motion passed unanimously.

B) Master agreement for professional services. Commissioner Hamilton **MOVED** to approve the master agreement for professional services. Commissioner Crago **SECONDED**. Discussion – Commissioner Crago explained that this is also a joint city-county agreement and no services will be provided until there is a project. When there is a project, FAA funding and grants help to pay for these services. These services are not actively used on a regular basis. Motion passed unanimously.

## **Economic Development**

A) Montana Rail Link construction and maintenance agreement for North Clark Street, Park City. Commissioner Hamilton **MOVED** to approve the Montana Rail Link construction and maintenance agreement for North Clark Street. Commissioner Crago **SECONDED**. Discussion – Commissioner Hamilton explained that when work was being done on the Park City transfer station, Montana Rail Link approached the Commission about doing a project for the Park City Community. The North Clark Street crossing was identified as an area in need of repair and brought up to ADA compliance. Culvert replacement was also identified as a part of the project. Montana Rail Link will donate a lump sum of \$37,600.00 for the project. The county will hire contractors to use these funds to repair the sidewalk and culvert. This is the construction and maintenance agreement for the project. Motion passed unanimously.

B) Montana Rail Link easement agreement. Commissioner Hamilton **MOVED** to approve the Montana Rail Link easement agreement. Commissioner Crago **SECONDED**. Discussion – Commissioner Hamilton explained that this is the easement agreement for the proposed North Clark Street crossing project. Motion passed unanimously.

C) Stillwater County Event Center Complex Master Plan. Commissioner Hamilton **MOVED** to approve the Stillwater County Event Center Complex Master Plan. Commissioner Crago **SECONDED**. Discussion - Commissioner Crago explained that this is what the Commission has been working on with Arete since June. This is the programming, buildings, locations and layouts for the event center project. These plans are subject to change but this is a general layout of the project. Commissioner Hamilton added that this is the first step in the public rollout of the project in a more detailed form. Details for public meetings are still being discussed as to how to conduct them during COVID-19. Commissioner Crago also stated that project boards will be placed in locations in outlying communities for the public to see the conceptual designs. This is formalizing the work that has been done to this point. Project boards are currently located in the planning office, city hall and the library. Stephanie Ray also commented that the plans are on the county website. Commissioner Hamilton further added that the website will have a direct email feature and a frequently asked questions link for the public regarding this project. Motion passed unanimously.

## **Commission**

A) Order 2020-01 to abandon a portion of Greenwood Road. Commissioner Hamilton **MOVED** to approve Order 2020-01 to abandon a portion of Greenwood Road. Commissioner Crago **SECONDED**. Discussion – Commissioner Hamilton stated that this is formally finalizing the abandonment for a portion of Greenwood Road. Greenwood Road is located north of Columbus off of Flat Rd. Motion passed unanimously.

B) Resolution 2020-43 on proposed Special District for public hearing. Commissioner Hamilton **MOVED** to approve Resolution 2020-43 on proposed Special District for public hearing. Commissioner Crago **SECONDED**. Discussion – Commissioner Crago explained that this is a funding mechanism to be used for the event center complex creating a fairgrounds special district. This district will allow the county to borrow money to improve the special district. The public hearing will be held December 29 and all comments regarding the special district will be taken at that time. The public hearing will directly follow the agenda meeting on December 29 in the first-floor meeting room of the courthouse. Motion passed unanimously.

C) Architectural Engineering Services RFP submittals opening.

Commissioner Crago explained that an RFP was put out for on call architect and engineering services as the county moves through different phases of projects for the county. The following applications were received.

<u>Company Name</u>	<u>Scope</u>	<u>Green Experience</u>	<u>Required Documentation</u>
Henerbery Eddy Architects	Yes	Yes	Yes
A&E Design	Yes	Yes	Yes
High Plains Architects	Yes	Yes	Yes

Commissioner Hamilton **MOVED** to take the RFP’s under advisement. Commissioner Crago **SECONDED**. No Discussion. Motion passed unanimously.

**PUBLIC COMMENTS ON COUNTY BUSINESS** – Mark Schreiner commented that the Johnson Bridge project goes out for bid today.

**With no further comments hear the meeting was adjourned at 9:24 a.m.**

APPROVED BY:     /s/ Mark Crago, Commissioner Chairman  
ATTEST:           Heidi L. Stadel, Clerk and Recorder